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PROCEDURES FOR RETIREMENT OF RECORDS

1. Records Retirement Request - Form No. 140, Records Retirement Request, will be prepared in original and four copies and forwarded to the RCO/OP for each group of records being prepared for transfer to the CIA Records Center. Upon receipt, the RCO/OP will obtain a records retirement job number from the Records Management Staff and will complete Part II of Form No. 140. Future reference and identification of material retired to the CIA Records Center will depend on accurate and careful completion of the subject form. Specific instructions for the completion of each item are as follows:

a. From - Indicate the Office, Division and Branch having responsibility for the record material being transferred.

b. Description of File Series - Only records of equal retention value should be listed or described on the same request. Each record series will be noted as a separate item regardless of the volume of the records. Describe the use of the material. Avoid terms such as "miscellaneous" since the latter will not give adequate identification of the material. Note, in months and years, the inclusive dates of the records. Indicate whether the material is original copy, carbon copy, printed or processed. If an approved Records Control Schedule covers the material proposed for retirement, the description will be taken from the schedule and will include schedule and item numbers, record series title, description and inclusion dates.

c. Classification of Records - Record the highest security classification reflected by any portion of the records being retired.

d. File Equipment Occupied by Records - Place an "X" in the box noting the type of filing equipment currently being used to house the records, specifying the type of equipment, if necessary, and indicate the number of drawers involved.

e. Approximate Reference Activity per Month - Indicate, during an average month, the number of times it is expected that reference will be made to the records being retired.

f. Location of Records - Note the current location of the records, date request is prepared and signature of the records custodian.

2. Shipment of Material to the CIA Records Center - The following items and procedures pertain to actual, physical processing of records for shipment:

a. The shipping and storage containers used are corrugated, fiberboard boxes measuring 15x12x10 inches. They are adaptable to

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storage of either legal or lettersize material. Containers are available from the building supply room or from the RCO/OP.

b. Packing Procedures - Records should be packed in the same order in which they have been arranged in the files. Exception to this rule can occur when disorder in the original arrangement can be corrected at the time of packing. Boxes should be numbered consecutively, beginning with number one for each job. Each box will hold one cubic foot of records. Six boxes will hold the contents of one letter-size cabinet and eight boxes will be required for a legal-size file.

c. Records Storage Box Label - Form No. 14, Records Storage Box Label, will be prepared and affixed to both ends of each box in the upper left corner to identify the material in each container.

d. Shelf List or Inventory - Form No. 140a, Records Shelf List, should be prepared for each shipment of records to identify the contents of each box. Data given on Form No. 140a differs from the description given on Form No. 140, Records Retirement Request, in that it provides an actual, physical inventory of the material contained in each box by box number. In some instances, only the first and last folder in each container need be listed in alphabetical, numerical or chronological file series. It is generally more practicable to prepare the Records Shelf List during the packing process. Only one copy will be forwarded with the records at the time of their shipment.

3. Access to Retired Records - Records transferred to the CIA Records Center are physically accessible to persons authorized by the Division or Staff retiring the records. The Center provides for adequate reference control over all materials through liaison with the RCO/OP. Either telephone or written requests may be made to the Center to obtain information or actual return of records to the originating office. Urgent referrals will be handled by special courier or electronic communication methods. Routine requests will be handled by normal Agency mail procedures.

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